

Guidelines for Sending Mail on Grant Wood AEA vans

To ensure that mail is delivered in a timely manner, please keep the following information in mind when addressing and preparing mail.

Student records should be sent through the US mail. If you choose to send this information through the van mail, please use a new envelope and make sure the address information is complete. Mail that is not addressed correctly will be sent to the District Administration Office.

Each piece of mail should have a name, BOTH building and district should be listed along with the correct route number. Labels should be addressed in the same manner as the current Grant Wood Area Education Agency Education Directory.

The correct format to use is:

Mary Jones
 Vernon Middle School
 Marion Independent
 1-1

Including all of this information helps to insure that mail is delivered correctly.

“It is our responsibility to make sure the mail is delivered to the right recipient in a timely manner.”



For questions on van mail contact any one of the following people
 Charlotte Haddy319-399-6750 or 800-332-8488, ext. 6750
 Kim Novotny319-399-6838 or 800-332-8488, ext. 6838
 Hope Runge319-399-6435 or 800-332-8488, ext. 6435

Mail that is not addressed correctly is sent to the District Administration Office. We do not hold any mail.

Mail for superintendents needs to be labeled as such because many administrators receive their mail at a separate stop.

Place a return address on your van mail so it can be returned to the proper sender if there is difficulty in delivering it as addressed.

It is the sender’s responsibility to make sure mail is addressed correctly. If you choose to re-use envelopes, please make sure all previous addresses are marked out.

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